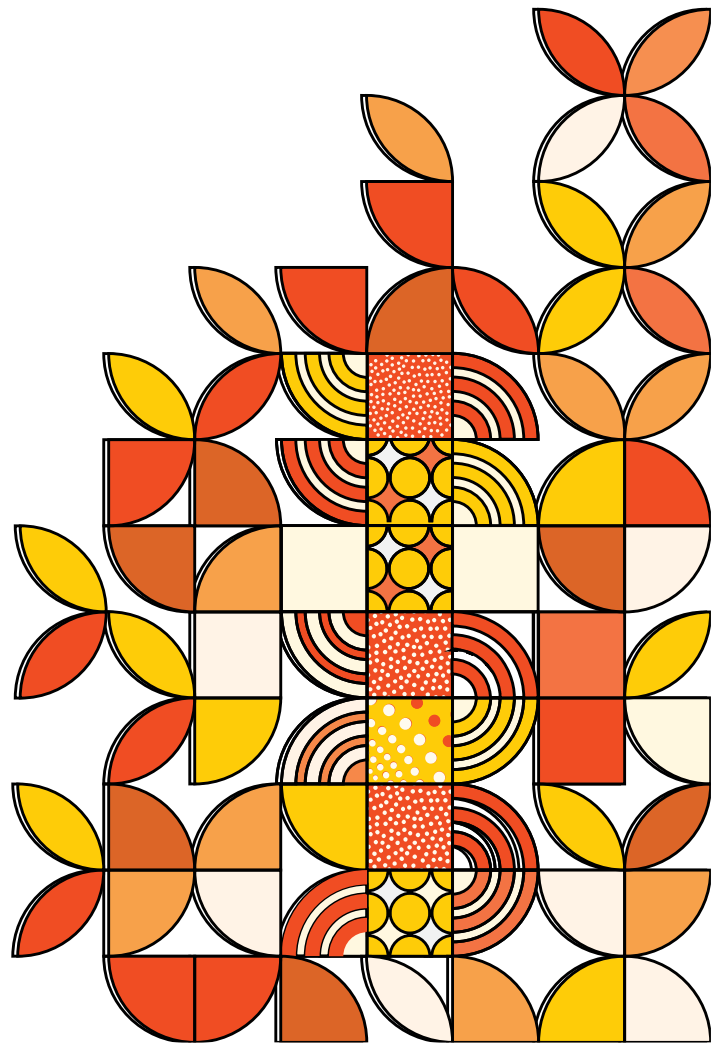


Staff Professional Development Policy



SECTION 1

Purpose

1. This policy outlines the structure for professional growth for every staff member within the Institute of Health and Management (IHM). Professional development makes learning conscious and proactive, to enhance personal and professional skills of all staff for application in the workplace. It aims to involve staff in an innovative and fulfilling educational environment, benefiting students, staff, and other stakeholders.

Scope

2. This policy applies to all staff, full-time, part-time, casual, and contractors.

Definitions

3. Refer to [IHM's Glossary of Terms](#).

Suite documents

4. This Policy is linked to the following Procedure:
 - a) Staff Professional Development Procedure
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy

5. Principles

- 5.1 Professional development is a part of the broader framework of the organisational strategic plan. It aims to reflect the current and projected needs of both the organization, the departments, and individual staff members.
- 5.2 Professional development enables staff to contribute to the achievement of organizational goals, identify and achieve their own career development goals, and adapt to changing and challenging responsibilities.
- 5.3 Provide managers and staff with a formal professional development framework and process. Participation in learning and development activities will be in line with the established structured training plan for each department.
- 5.4 Whenever feasible, professional development initiatives should leverage the expertise of IHM staff. Sharing skills and knowledge among colleagues is integral to IHM's collegial and collaborative culture, and all staff members are encouraged to utilize their expertise to support their peers.

6. Staff Development Opportunities – Academic and Non-Academic Staff

- 6.1 IHM's initiatives to support and develop staff skills and effectiveness, include:
 - a) New employee orientation
 - b) A structured training plan for each position at IHM to meet departmental needs.
 - c) Professional development workshops and webinars organized by IHM.

- d) The Curriculum review, Unit Evaluation, Course evaluation & Assessment moderation activities offered each semester; Development and publishing professional development programs through GNLA (Global Nursing Leadership Academy)
 - e) Support to attend professional development programs, conferences, trade missions and seminars offered by external bodies (for example, the Chairs of Academic Board Forum, Higher Education Private Provider Quality Network (HEPPQN) and TEQSA).
 - f) Support to attend and present in external conferences and workshops.
 - g) Support in conducting research and publishing.
 - h) Encouraging staff to participate actively in professional associations relevant to their specific discipline; participation in policy and standards reviews, committee memberships offered by professional bodies, government, etc.
 - i) Staff further education program and scholarly activities
- 6.2 A comprehensive process and procedure of all internal training and external training are outlined in the Staff Professional Development Procedure.

7. **Contemporary Approaches to University Teaching (CAUT) – Academic Staff**

- 7.1 All academic staff must undergo CAUT training as part of their professional development and it is mandatory for the academic department.
- 7.2 This session will focus on supporting developing skills, knowledge and competencies in teaching and learning activities, as required by contemporary academic staff in the higher education sector.

8. **Continuing Professional Development (CPD)**

- 8.1 CPD involves tracking and documenting skills, knowledge, and experience gained beyond initial training. CPD encourages continuous learning by recording what individuals experience, learn, and apply in their roles.
- 8.2 CPD points earned will contribute to staff performance evaluation, recognizing their dedication to personal and professional advancement.
- 8.3 All staff must earn the required CPD points as outlined in the Staff Professional Development Procedure to maintain ongoing proficiency and enhance skills. This is accomplished by completing courses from the MyHCI catalogue, participating in internal training/webinars, and engaging in external training programs.

9. **Education Services for Overseas Student (ESOS) Legislative Framework Awareness Training**

- 9.1 IHM is committed to ensuring that all staff members who interact directly with overseas students are fully informed about the institute's obligations under the ESOS framework. This includes understanding the potential implications of these obligations for overseas students and upholding the highest standards of compliance to support their educational experience and welfare.
- 9.2 IHM provides mandatory training on "ESOS Legislative Framework Awareness" to ensure that all staff members who interact directly with overseas students are fully aware of the institute's obligations under the ESOS framework. This training covers the potential implications of these obligations for overseas students and equip staff with the knowledge and skills necessary to uphold compliance and support the students' educational and welfare needs effectively.

10. **Further Education and Scholarly Activities**

- 10.1 IHM provides support and financial assistance to eligible employees for pursuing further education opportunities that extend beyond the scope of IHM's internal and external training or professional development programs.
- 10.2 Any further study funded by IHM must have a direct correlation to the employee's immediate role, or their future career path within IHM as well as providing some short- or long-term benefit directly to the company.
- 10.3 Funding for professional and personal development will be considered for support by IHM on its merits. IHM may sometimes require employees to attend specific training or instruction delivered by internal or external facilitators. This may be on or off-site. Development may take the form of training, education, mentoring, coaching, or counseling.
- 10.4 Each Full-time employee is entitled to 8 hours of external paid professional development hours.
- 10.5 Part-time employees will accrue professional development hours on a pro-rata basis.
- 10.6 Casual employees are not entitled to paid professional development hours. IHM may request casual employees to do professional development activities if it is a mandatory requirement for their position.
- 10.7 Employees are not entitled to travel and food expense claims for attending professional development programs.
- 10.8 It is a requirement that any courses being undertaken in conjunction with the further study policy must be provided by a recognized educational institution that provides accredited courses culminating in a degree, diploma, certificate, or similar qualification.
- 10.9 Whilst approval may be given to an employee to undertake an education program (i.e., certificate diploma, and degree courses), the study will be funded on a unit-by-unit basis, and funding for subsequent units may be withdrawn at IHM's sole discretion.
- 10.10 Employees can apply to obtain 50% funding for fees associated with each course. IHM may choose to provide full or part-funding dependent on the relevance of the further study to an employee's current position, or their potential career progression within the company, and the relative benefit of such study achieving the company objectives as outlined in the Staff Professional Development Procedure.
- 10.11 Approval is solely at IHM's discretion, and approval in one instance does not establish a precedent for other situations or imply general approval. Once further study applications are approved by the relevant manager, CEO approval is required.
- 10.12 Staff undertaking tertiary studies must arrange their timetables to cause minimal disruption to their department/working arrangements. Where possible, lectures should be attended outside of normal working hours. Any arrangements to attend lectures or classes within the normal working day will only be approved with the endorsement of the relevant Manager.

11. **Fund Withdrawal**

- 11.1 IHM reserves the right to withdraw funding from any individual who demonstrates incapacity or unwillingness to complete any unit or course for which the funding has been previously authorized and released.
- 11.2 IHM also reserves the right to withdraw funding, should any employee be unwilling or unable to maintain a high level of performance in their employment whilst participating in IHM's funded study.
- 11.3 To be eligible to apply to access funds and assistance for further study, staff members must have completed 12 months' continuous service with IHM.

12. **Study Leave**

- 12.1 Employees are entitled to study leave to undertake further education courses relevant to IHM's business and approved by the institute.

- 12.2 The maximum amount of study leave that can be approved is 10 full days per year for those studying remotely and required to attend residential courses.
- 12.3 Applications should be lodged four weeks in advance by filling out a training course application form and forwarding to payroll.
- 12.4 Employees are entitled to paid leave to sit for an examination. Days over this entitlement are at the manager's discretion. Study leave will count towards continuous service.

Responsibilities

The development of staff is a responsibility shared by individual staff members, manager/supervisor and the Institute. Specifically, these responsibilities are:

13. **Individual staff/employee:** All staff are responsible for developing their capabilities, skills, knowledge, and abilities through the learning and development activities provided by IHM as well as contributing to the development of their colleagues through sharing their experiences.
14. **Managers:** Managers or supervisors are responsible for encouraging and enabling the team members to identify their learning and career development needs. As leaders, managers or supervisors are also required to engage in on-going professional development to continuously learn about and enhance their own leadership and management practices.
15. **People and Culture:** The People and Culture team is responsible for providing relevant professional development activities and maintaining MyHCI portal to ensure staff members have the capacity to fulfill their roles and responsibilities. The team is responsible for developing and maintaining the policy framework and procedure relating to professional development. Learning and Development team is responsible for the development of a structured training plan for each position, development of learning modules, quality review of learning modules, monitoring the implementation, oversee the progress and providing assistance whenever needed.

SECTION 3

Associated Information

Related Internal Documents	Performance Management Policy Performance Management Procedure Selection, Appointment and Induction Policy Staff Professional Development Procedure
Related Legislation, Standards and Codes	Higher education Standards Framework (Threshold Standards) 2021: Domain 6: Governance and accountability National Code of Practice for Providers of Education and Training to Overseas Students 2018 Fair Work Act 2009
Date Approved	13/08/2024
Date of Effect	14/08/2024
Date of Review	14/08/2027
Approval Authority	Executive Management Committee (endorsed by Board of Directors)
Responsibility for Implementation	People and Culture Department

Document Custodian	People and Culture Manager
Additional changes	27/11/2024
Additional changes approved by	Chief Executive Officer In exercise of power delegated to him under paragraph 3.4 of Schedule 1 to the <i>Delegation Framework</i> for “Board of Directors powers in urgent and unforeseen circumstances”.
IHM Doc ID	IHM-SPDP1-3.1

Change History

Version Control		
Change Summary	Date	Short description of the change, incl version number, changes, who considered, approved etc
Version 1.0	23/11/2013	New Policy approved by the Board of Directors
Version 2.0	28/04/2023	<ul style="list-style-type: none"> • Policy and Procedure are separated in two separate documents • Definitions added • Editorial and formatting changes have been made • Approval Authority changed from Quality Assurance and Risk Management Committee to Executive Management Committee • Version 2 approved by the Executive Management Committee on 27/03/2023
Version 3.0	21/05/2024	<ul style="list-style-type: none"> • Definitions moved to Glossary • Added information on the structured training plan • New policy- combined staff professional development and further education and scholarly activities. • Editorial and formatting changes
Version 3.1	26/11/2024	<ul style="list-style-type: none"> • Changes to Policy to align with National Code 2018 and HESF 2021 Standards based on the feedback from TEQSA CRICOS review in October 2024